E-Permits

City of Baltimore E-Permits: Registration of Licensed Professionals

Topics

- Registration Requirements
- E-Permits Log In
- Registration of Licensed Professionals
  - Selecting a trade
  - Adding names and addresses
  - Adding supporting documentation
- Verification
- Registration Complete
- Documents Required by Trade
- Document Examples

Registration Requirements

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- To register as a licensed professional in the City of Baltimore, you need an E-Permits Account. For instructions on creating an account, refer to the **'Account Creation'** guide."
- You must be registered with the City to perform work in the City.
- To confirm which documentation is needed for your profession, check the **"Document Requirements by Profession"** at the end of this guide or on the Permit Like a Pro Website: *Permit Like a Pro*

- Other Resources:
  - For instructions on registration renewal, see the **"Licensed Professionals – Renew Registration"** guide**.**
  - For instructions on how to approve/deny the use of a license/registration, see the **"Approve Deny Use of Professional License"** guide.
  - For instructions on obtaining a license from the State of Maryland, go to Maryland's Division of Occupational and Professional Licensing website: *https://www.labor.maryland.gov/license*

Registration Requirements

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- Depending on your professional license type, you may need the following items to register:
  - **Maryland State License**
    - Maryland State License Number
    - Date of Expiration
    - **NOTE:**
      - Low voltage contractors need a business license.
      - Demolition contractors are licensed and registered with the City.
      - On-Site Utility Contractors may use certificates from other jurisdictions in Maryland.
  - **Certificate of Insurance (new requirement)**
    - Name of Insurance Carrier
    - Date of Expiration
    - Ensure Additional Insured box is marked YES (see example at the end of this document)
  - **License holder name and address (Photo ID)**
  - **Company name and address**

Certificate of Insurance

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When uploading your Certificate of Liability Insurance, ensure the Certificate Holder is listed as:

Certificate Holder for Master Electrician License:

Mayor and City Council of Baltimore City
Board of Electrical Examiners and Supervisors
417 E. Fayette Street, Room 100
Baltimore, MD 21202

Certificate Holder for Master Gas Fitters License:

Mayor and City Council of Baltimore City
Gas Appliance Board of Baltimore City
417 E. Fayette Street, Room 100
Baltimore, MD 21202

Certificate Holder for On-Site Utility Contractor:

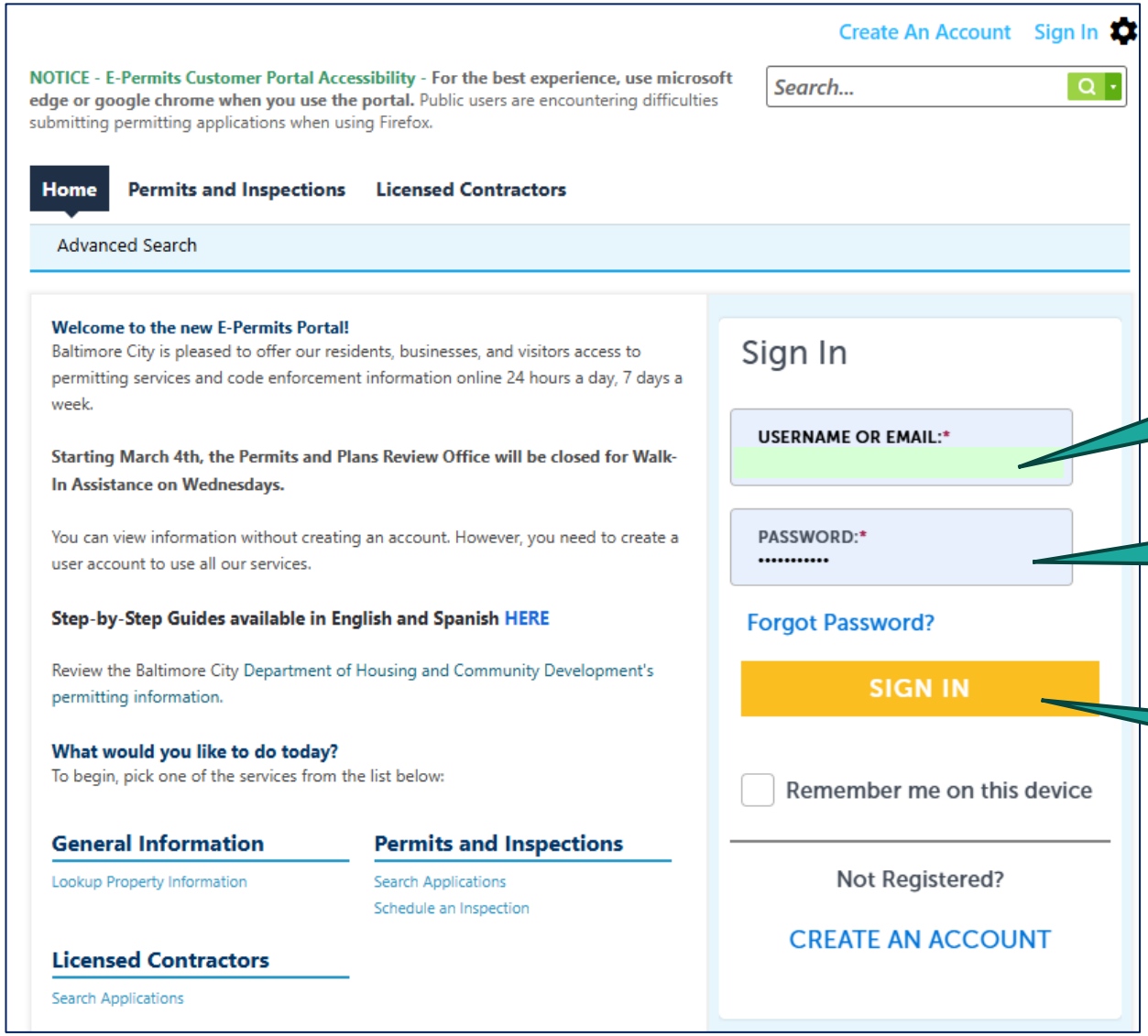
Mayor and City Council of Baltimore City
On-Site Utility Contractors Board of Baltimore City
417 E. Fayette Street, Room 100
Baltimore, MD 21202

All others license types that require insurance should list the Certificate Holders as:

Mayor and City Council of Baltimore City
417 E. Fayette Street, Room 100
Baltimore, MD 21202

E-Permits Sign in

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1. Log into your account using your username or email address.

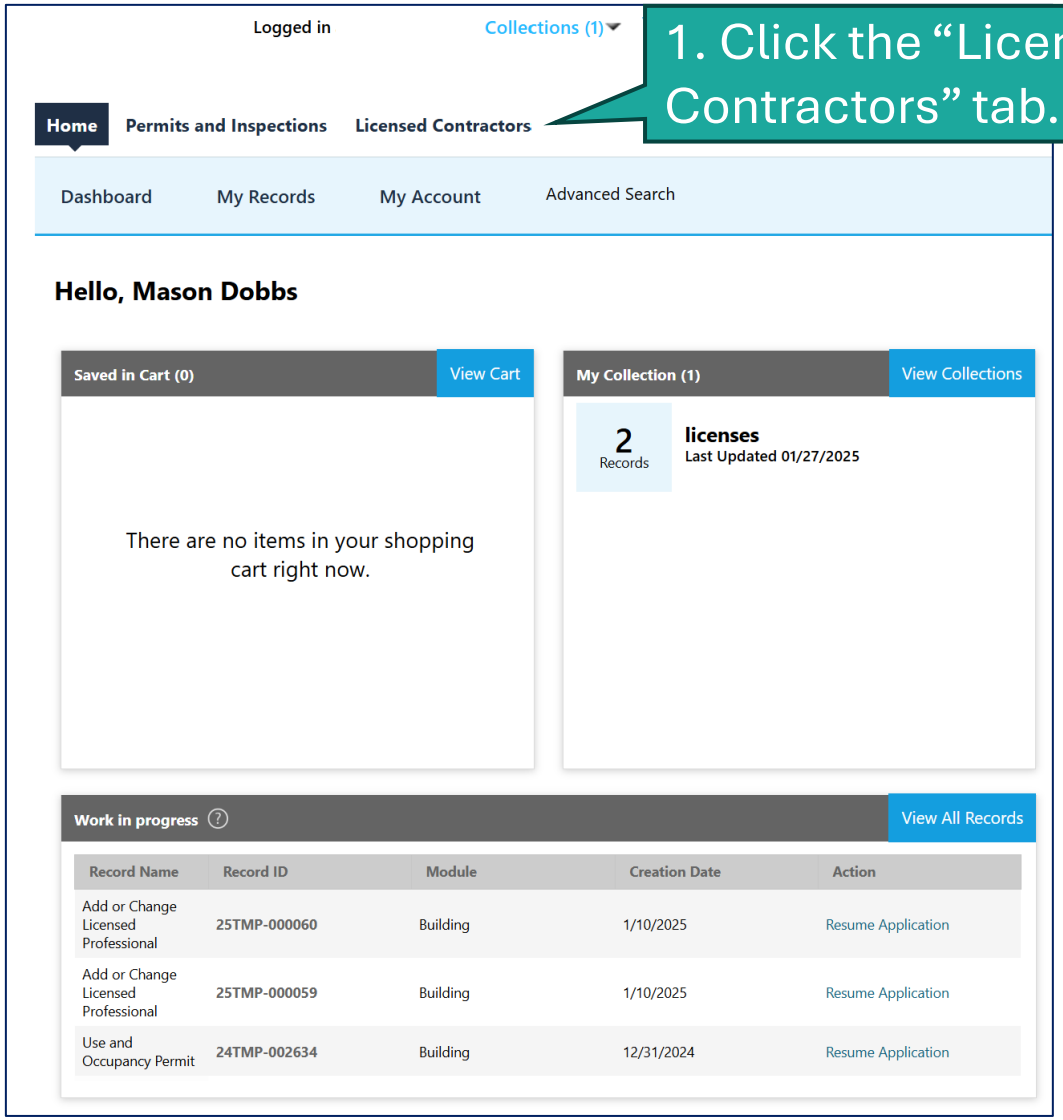
2. Enter your password. It is case sensitive.

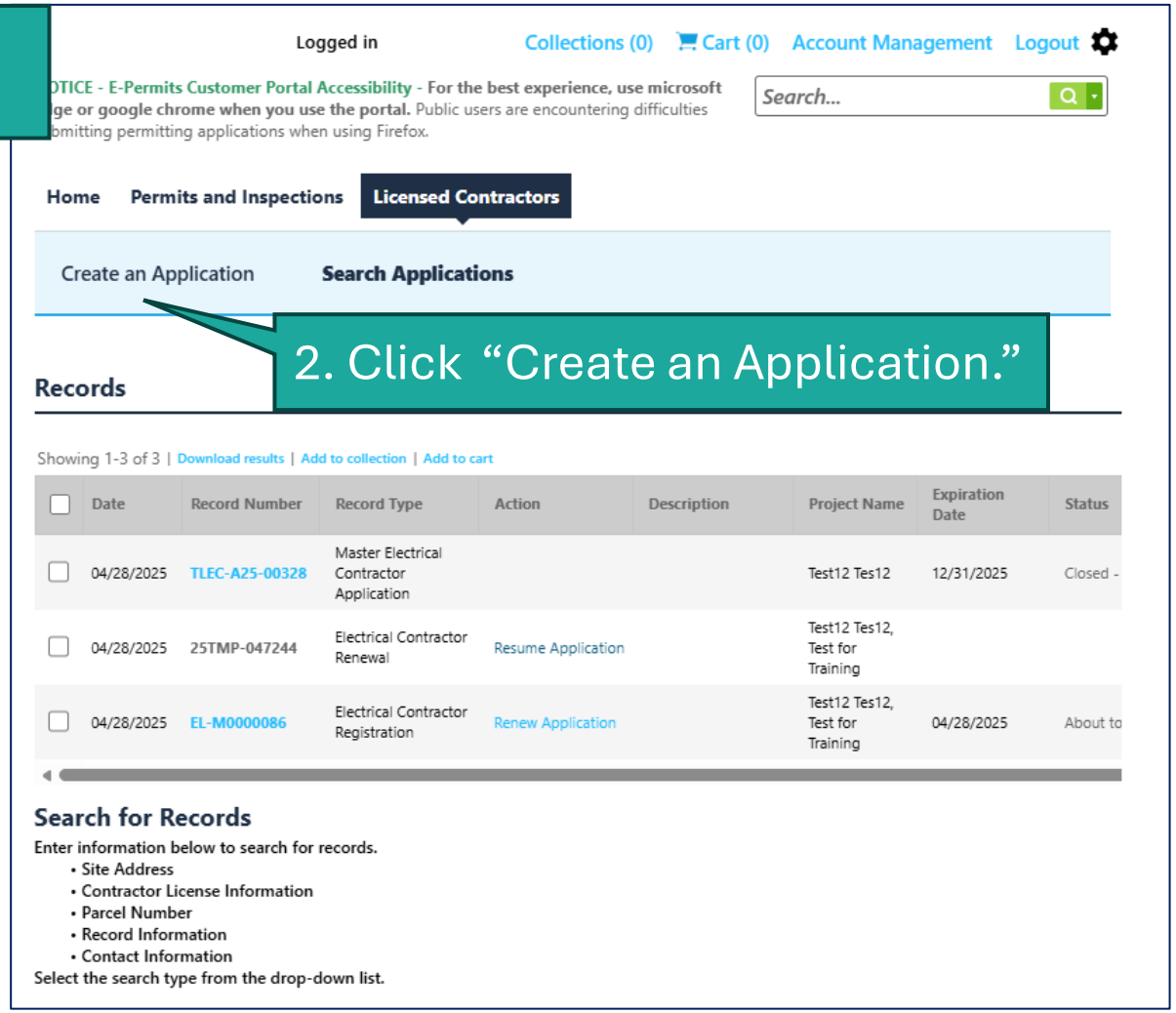
3. Click “SIGN IN.”

If you would like more information on creating and managing an account, please see the “How-To” guide titled **"Account Creation.”**

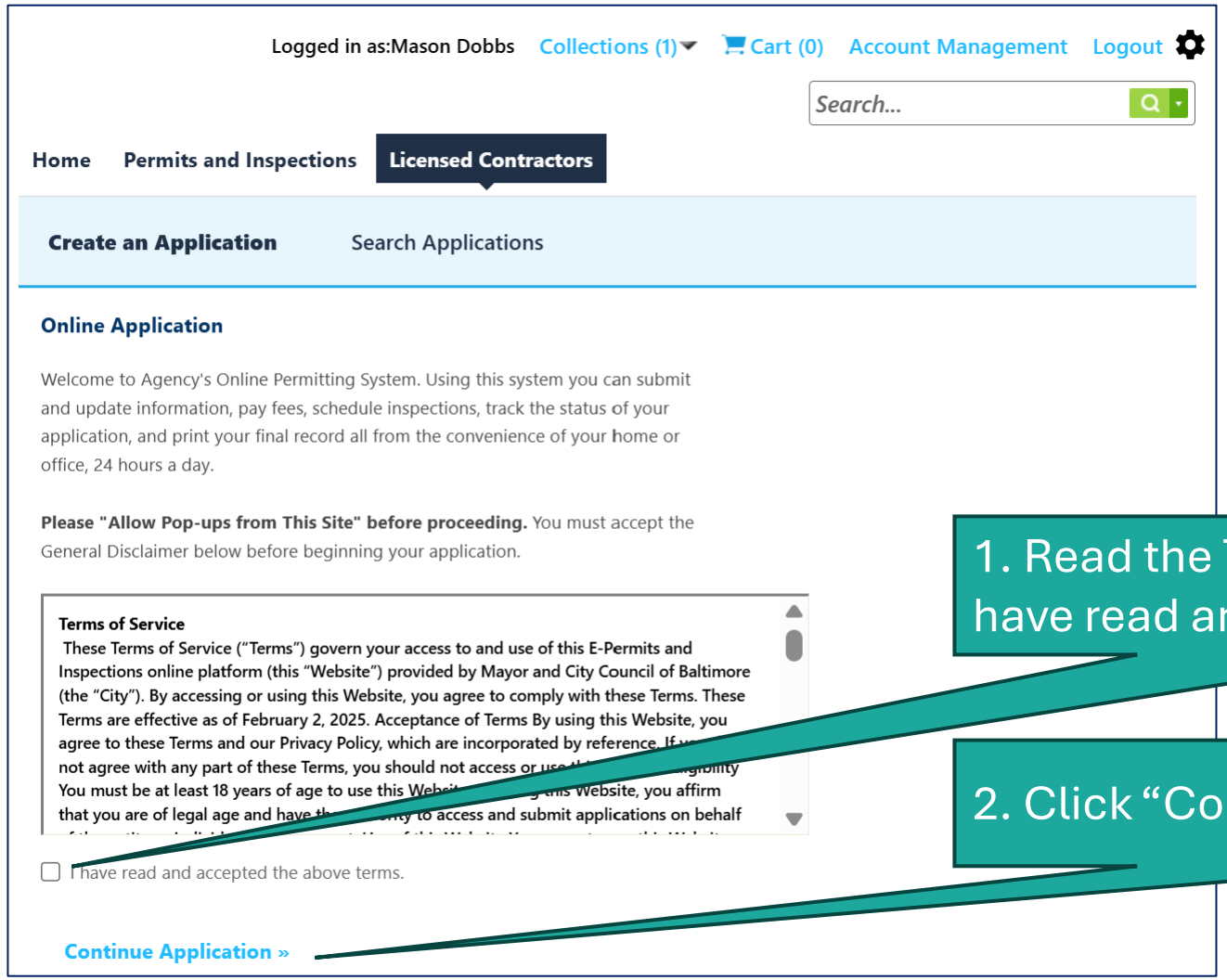
Registration of Licensed Professionals

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Registration Disclaimer



1. Read the Terms of Service and check the box "I have read and accepted the above terms."

2. Click "Continue Application."

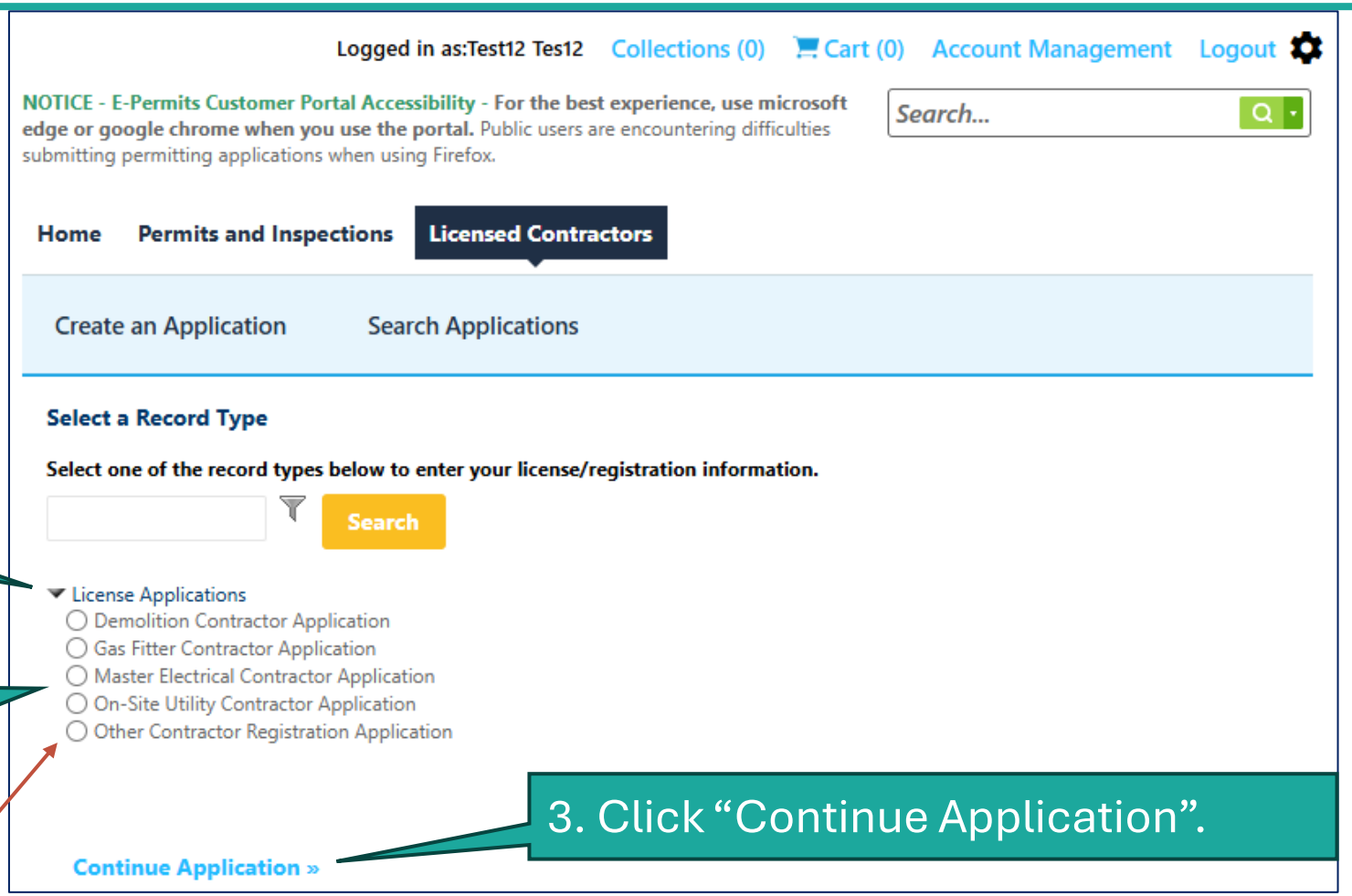
Select a Profession

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NOTE: You can only register one license at a time. If you wish to register multiple licenses you will need to repeat this process for each license registration.

1. Select the drop-down triangle next to “License Applications."

2. Select the trade you are registering.



3. Click “Continue Application”.

Other includes the following: Architect, Asbestos Contractor, Engineer, Fire Sprinkler Contractor, HVAC Contractor, Low Voltage Contractor, Maryland Home Building Registration, Maryland Home Improvement Contractor, Plumbing Contractor, UST Heating and Oil Technician Contractor, UST Certified Remover Contractor, UST Technical Contractor.

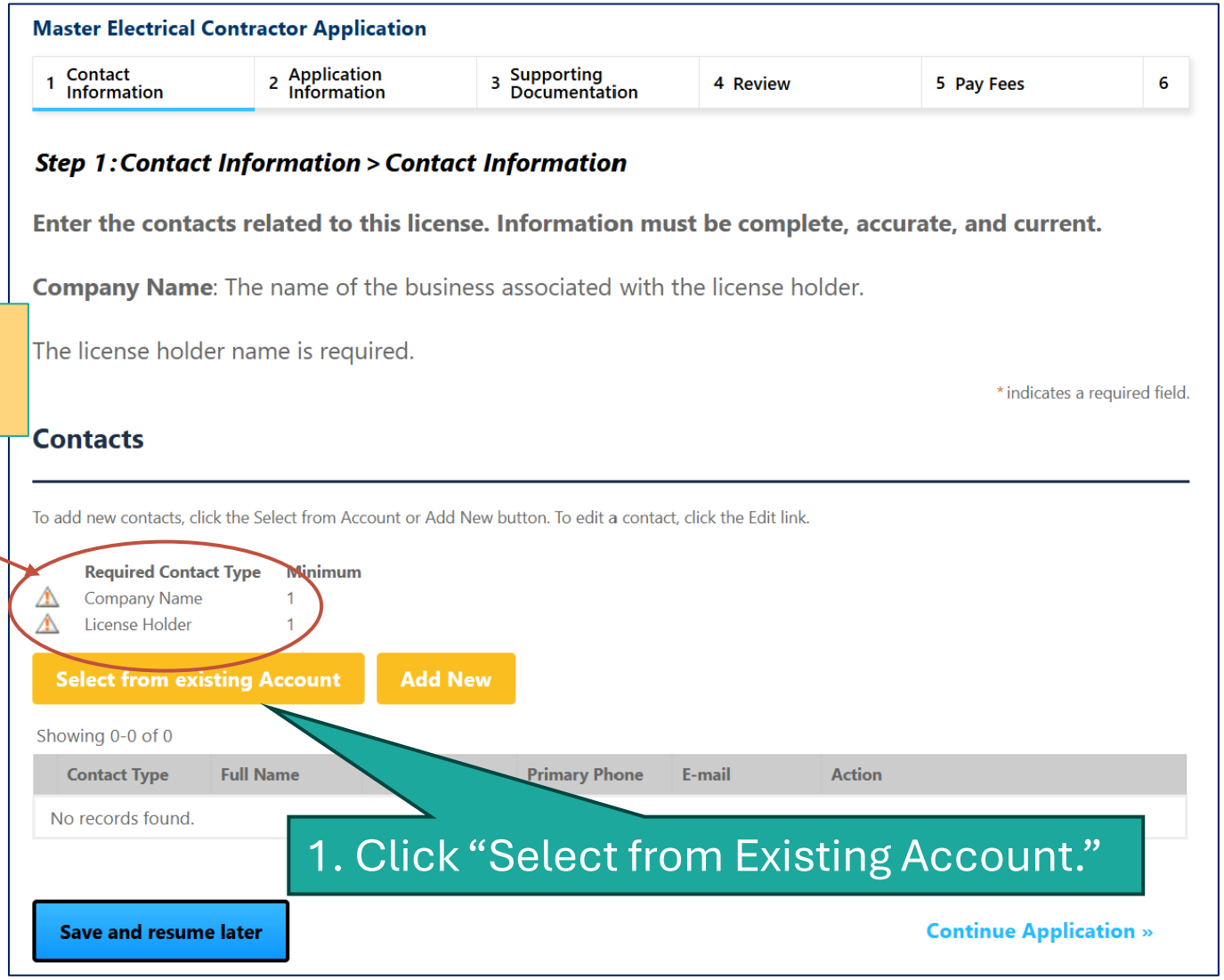
NOTICE

NOTE: Depending on the registration type, the following pages may occur in a different order. Some start with adding contact information followed by documentation. “Other” license registrations start with documentation and then add contact information.

Add License Holder

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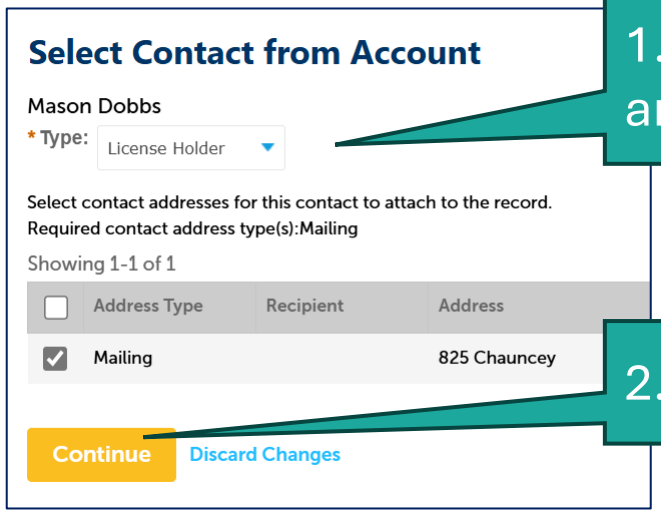
NOTE: Company Name and License Holder are required.



Add License Holder

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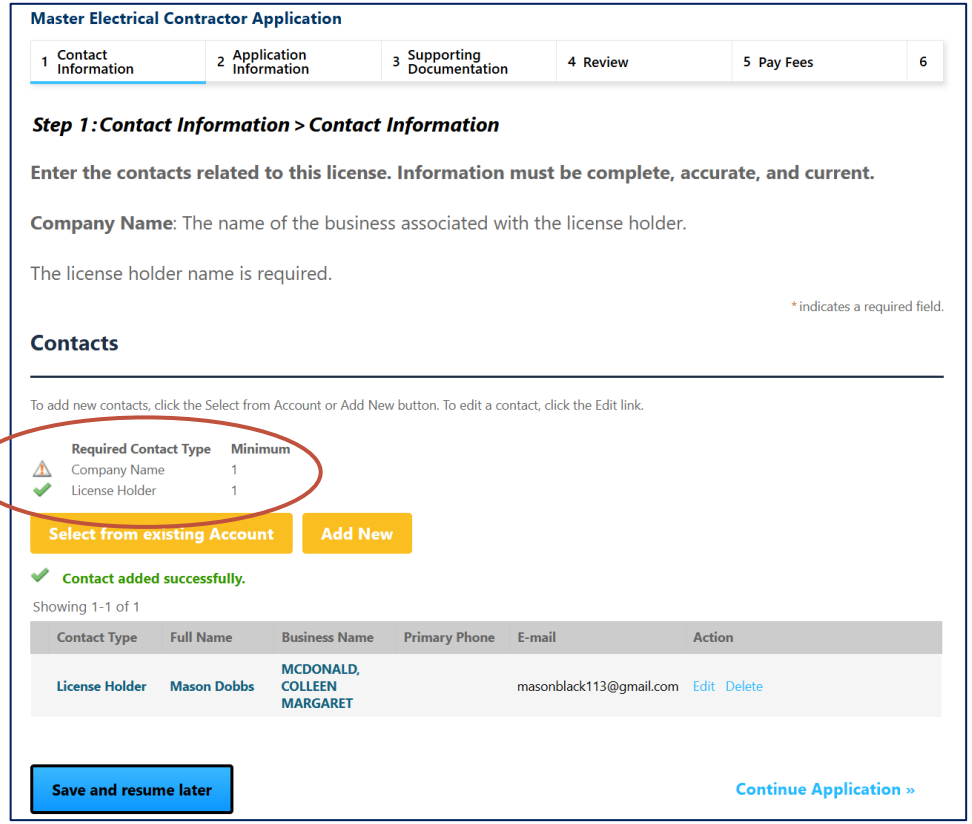
A pop up for “Select Contract Type” will appear.



1. Click on drop down arrow and select “License Holder.”

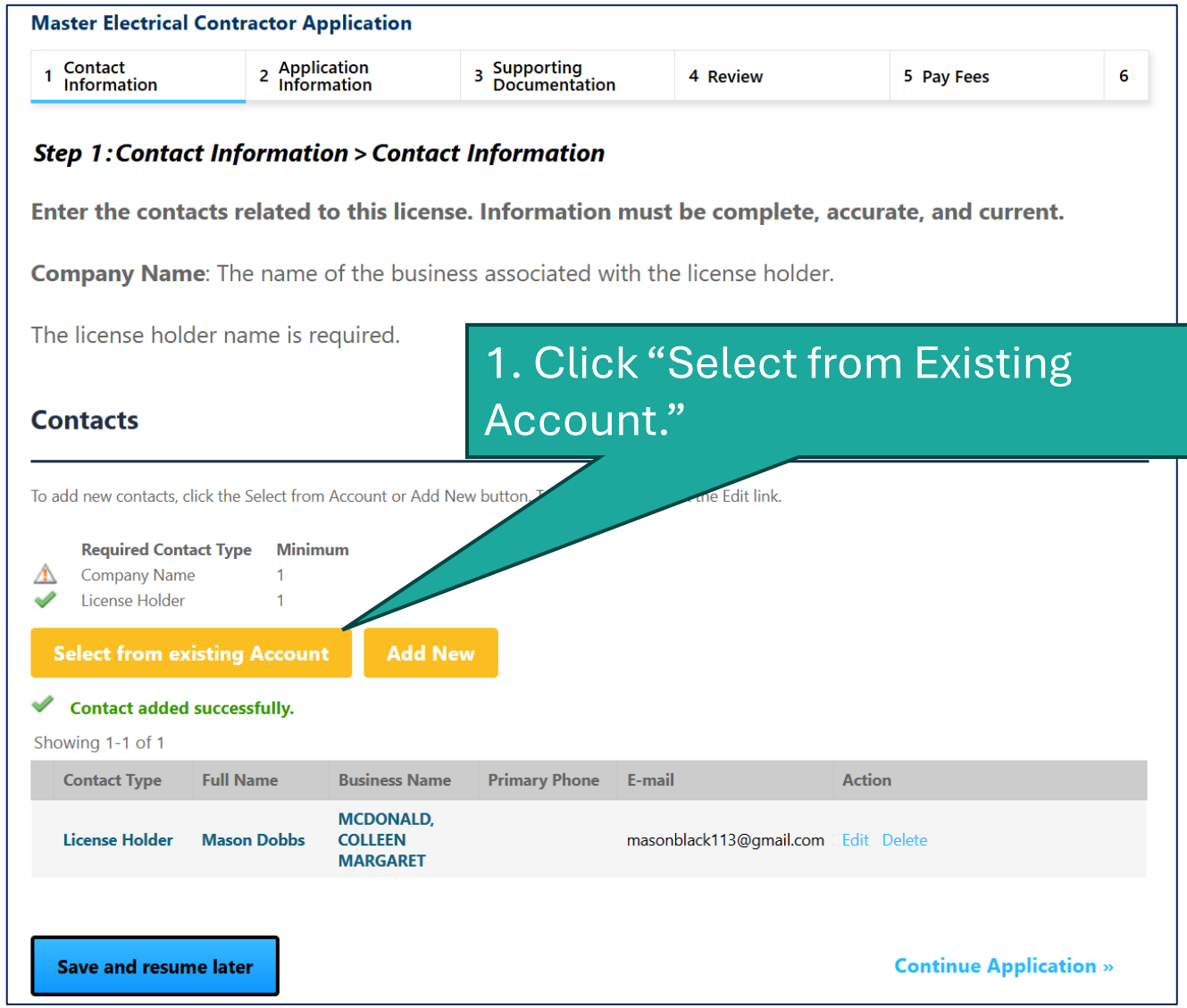
2. Click “Continue.”

NOTE: License Holder has a green check. Now we need to add the Company Name.



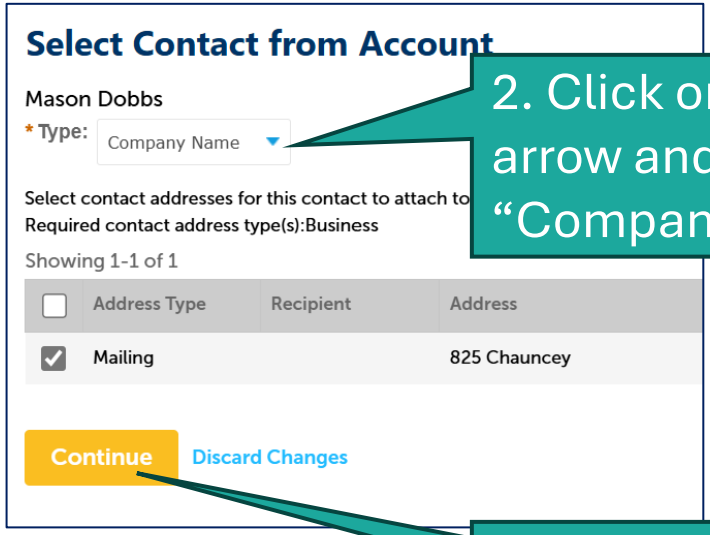
Add Company Name

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1. Click “Select from Existing Account.”

A pop up for “Select Contact Type” will appear.



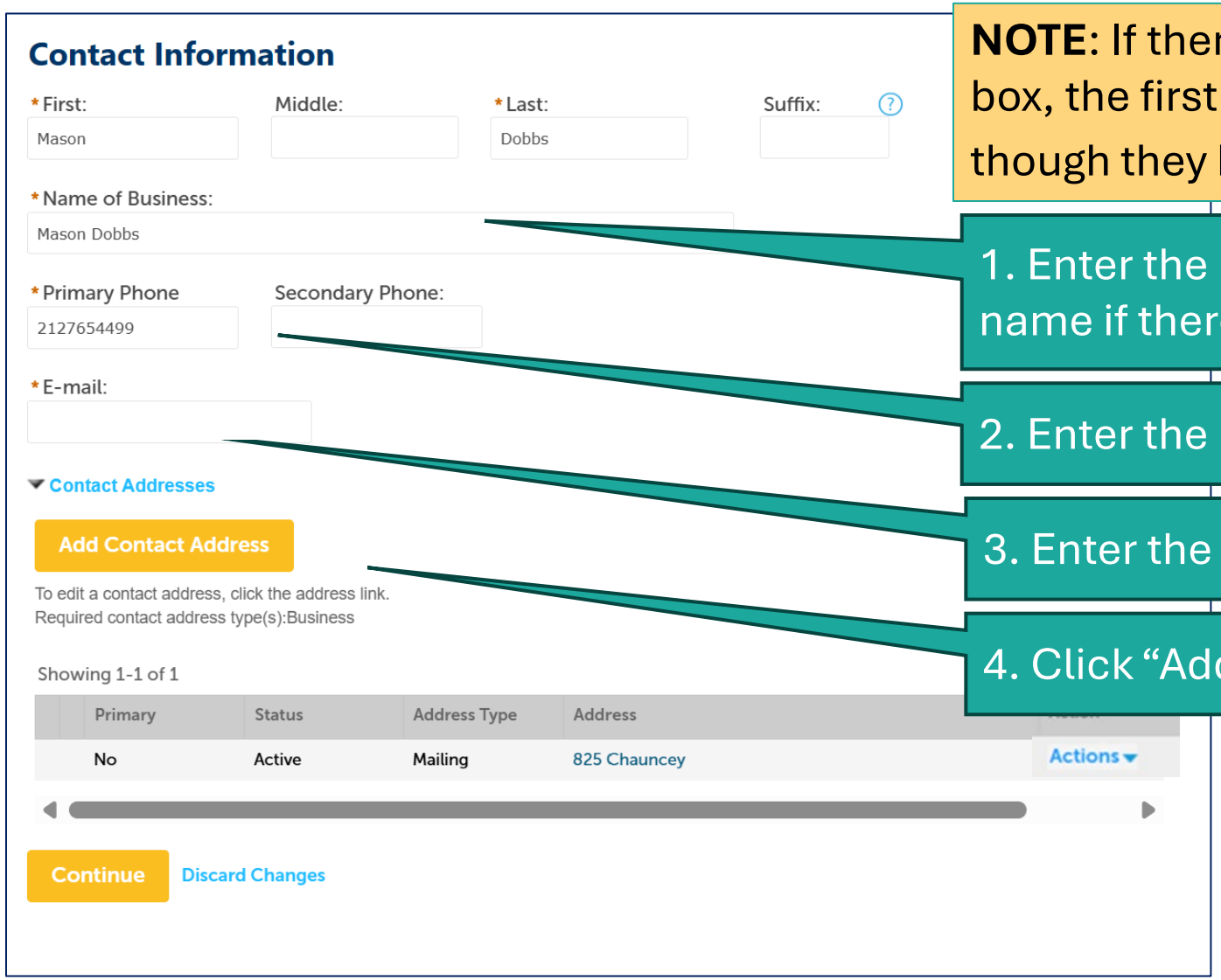
2. Click on drop down arrow and select “Company Name.”

3. Click “Continue.”

NOTE: If your company/business is registered in the system it may skip the section requesting the Company contact and address information and take you to the documentation section.

Add Company Name (if required)

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NOTE: If there is information in the "Name of Business" box, the first and last name may not be needed even though they have the * indicating required information.

1. Enter the name of the business. You can use your name if there is no Company name.

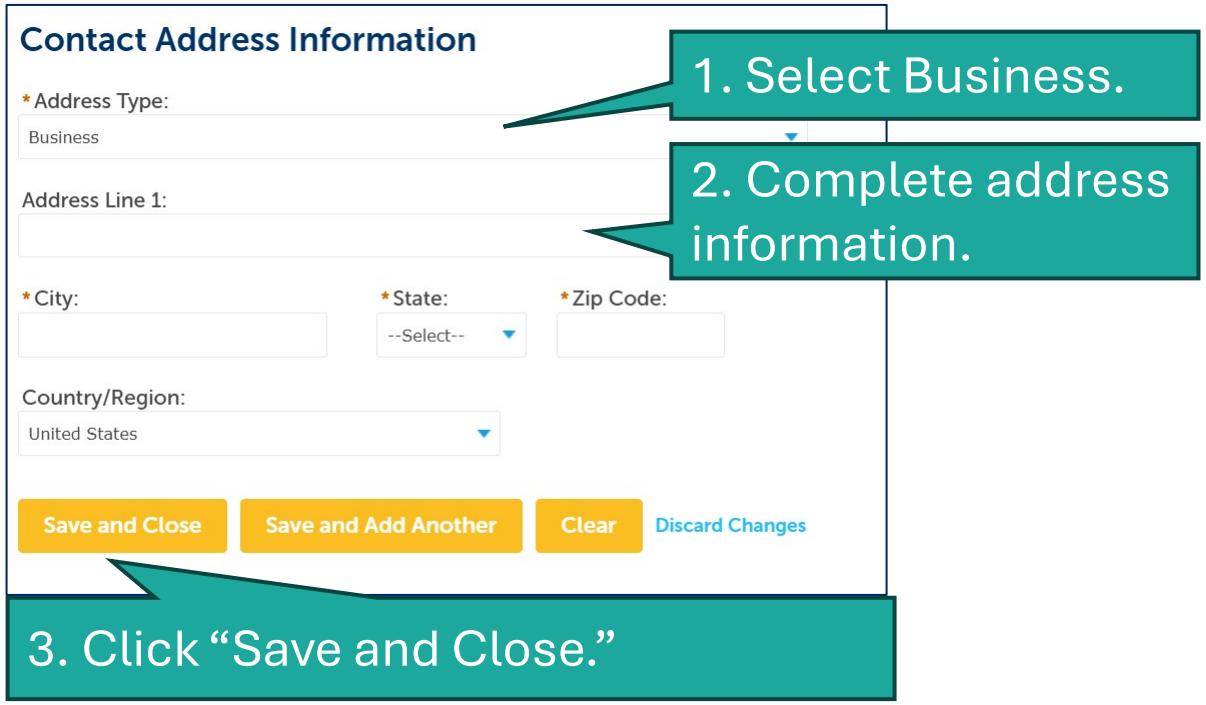
2. Enter the primary phone number.

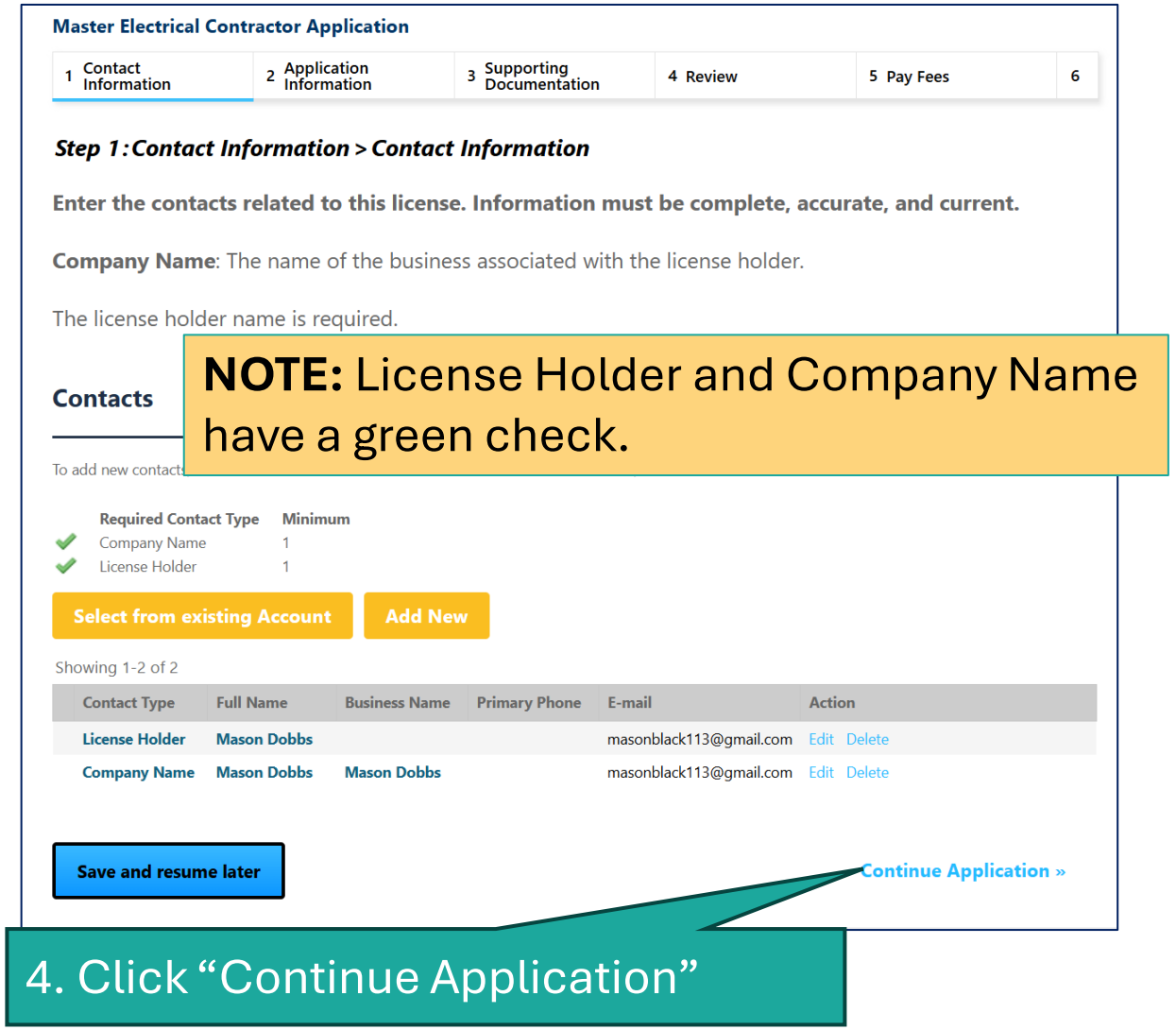
3. Enter the email to be used for communication.

4. Click "Add Contact Address."

Add Business Contact Address (if required)

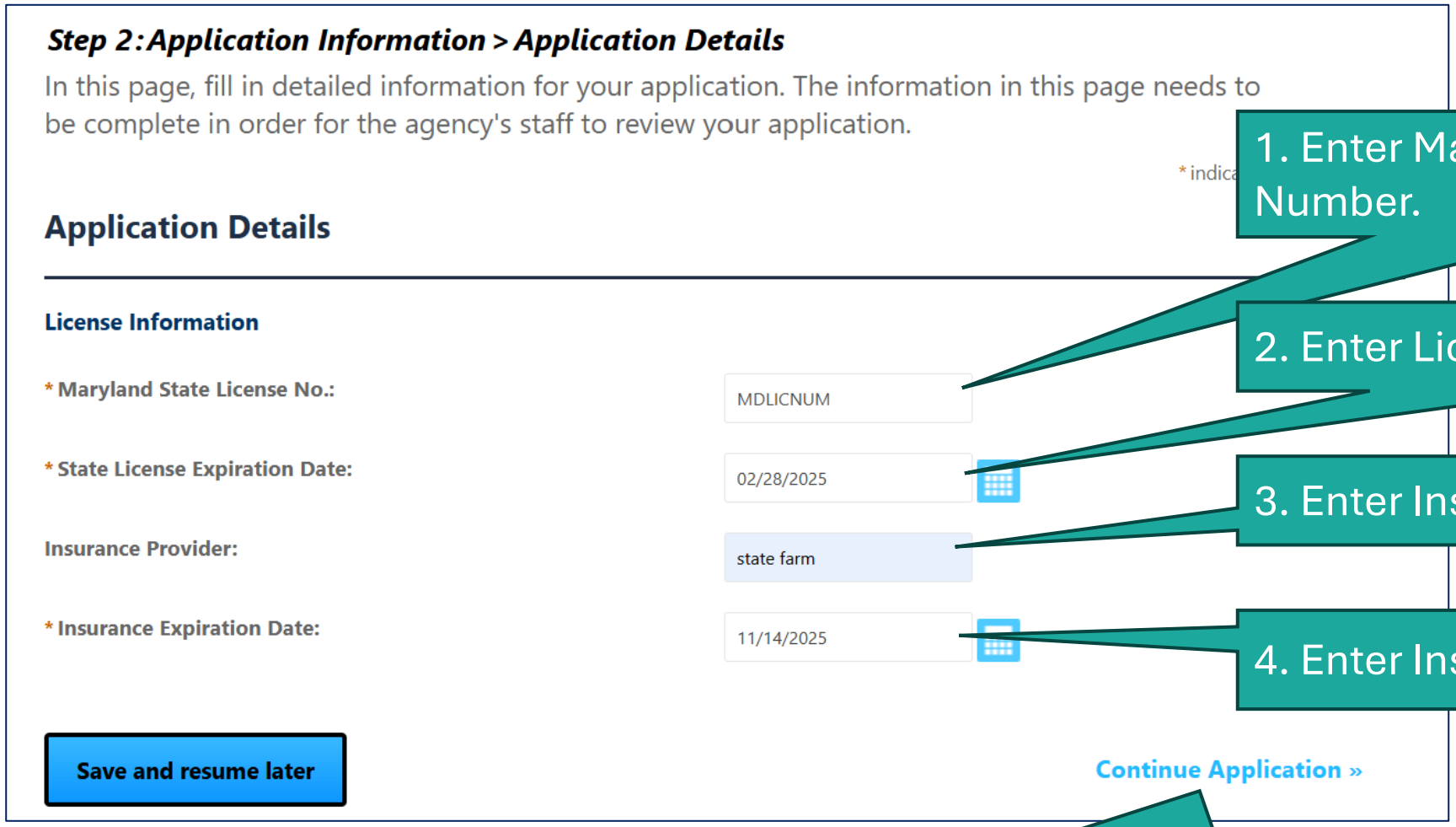
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Supporting Documentation

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1. Enter Maryland State License Number.

2. Enter License Expiration Date.

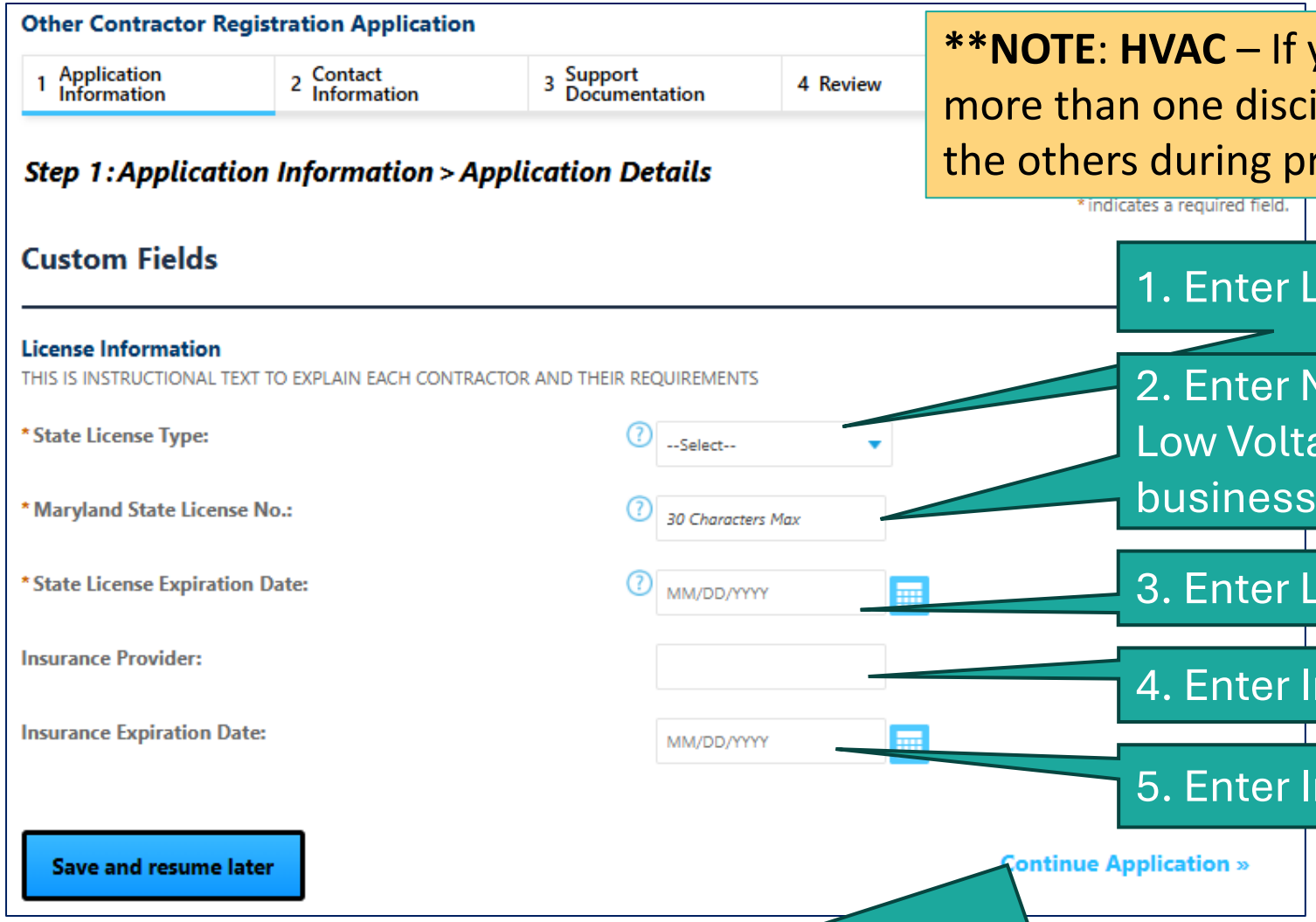
3. Enter Insurance Provider.

4. Enter Insurance Expiration Date.

5. Click “Continue Application.”

Supporting Documentation (Other)

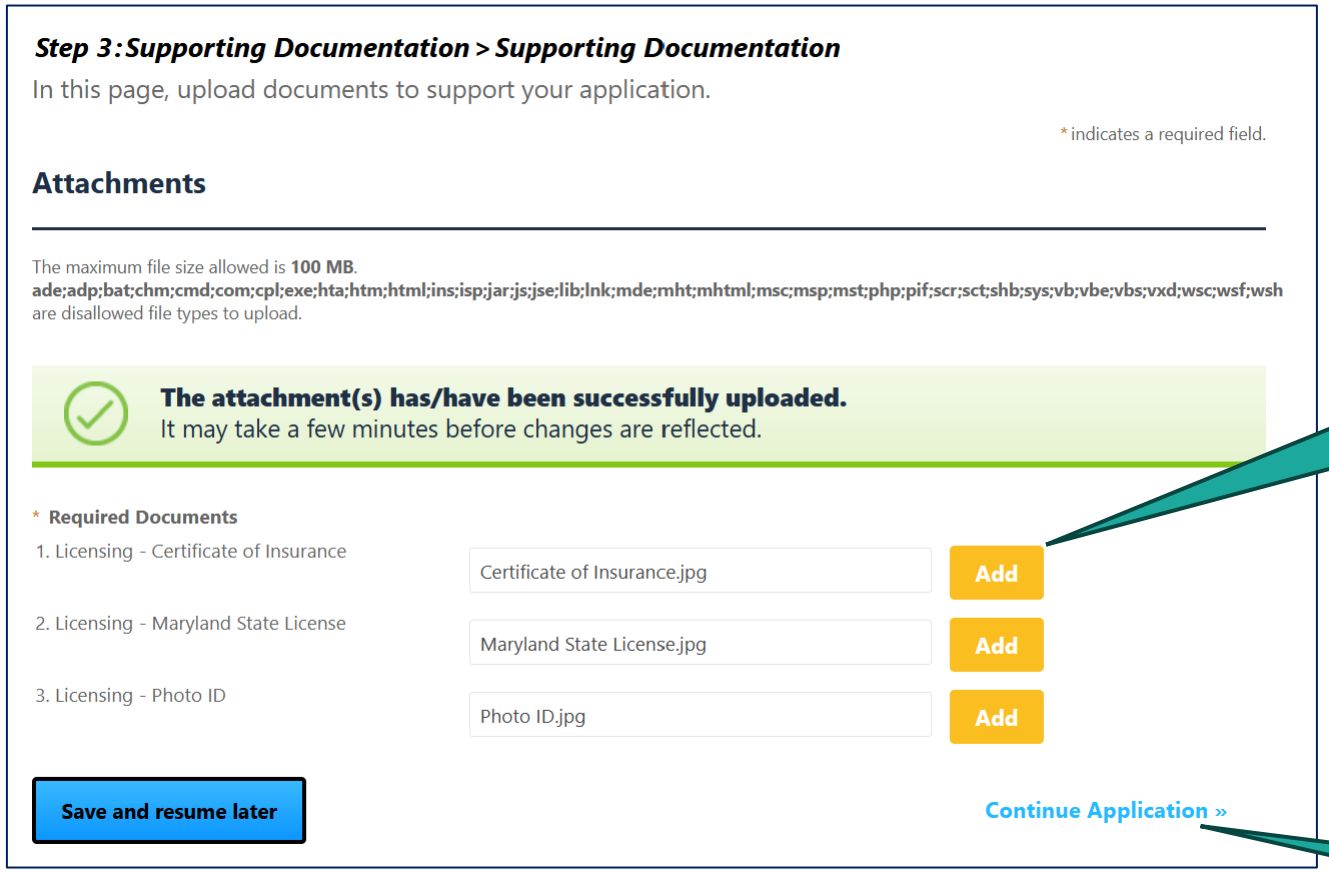
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****NOTE: HVAC** – If you are not a master but registered in more than one discipline. Choose one and staff will add the others during processing.

1. Enter License Type.**
2. Enter Maryland State License Number. Low Voltage Contractors enter their business license number instead.
3. Enter License Expiration Date.
4. Enter Insurance Provider.
5. Enter Insurance Expiration Date.
6. Click "Continue Application."

Supporting Documentation



Upload required documents. The list of documents is provided under the * Required Documents header.

1. Click "Add."

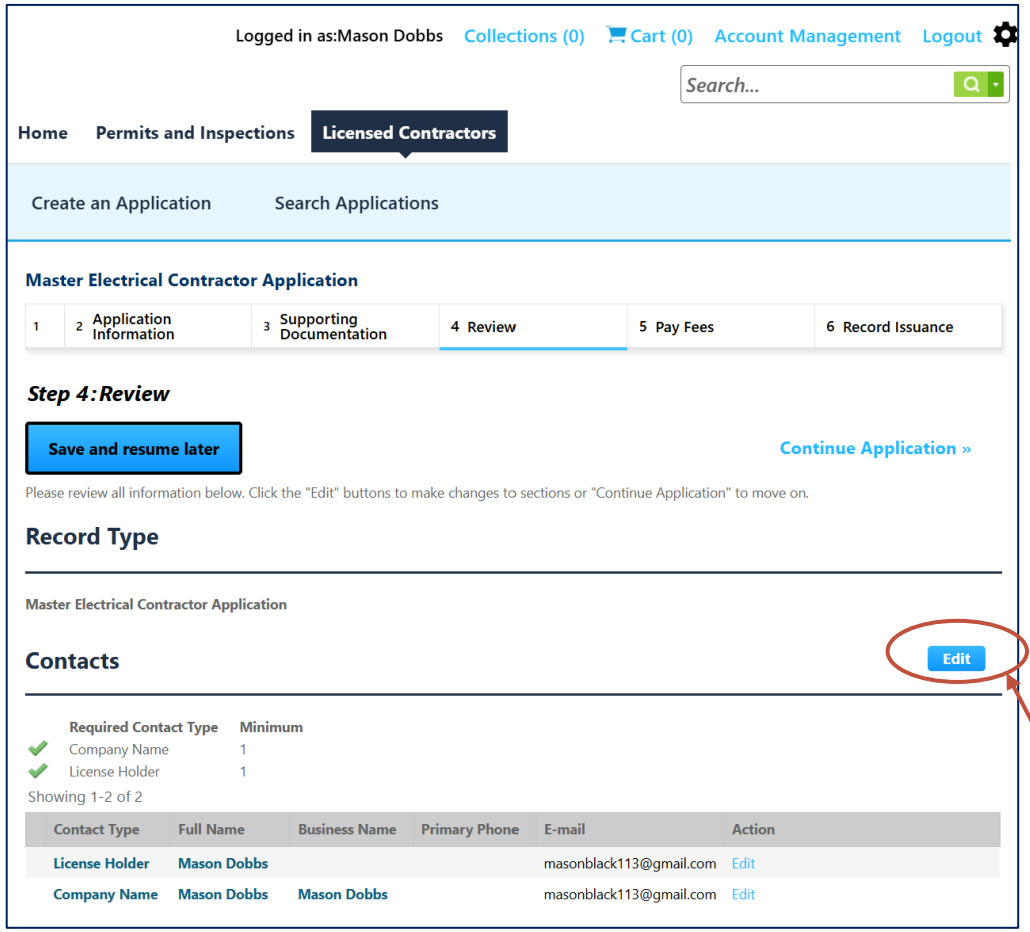
2. Search for your file.

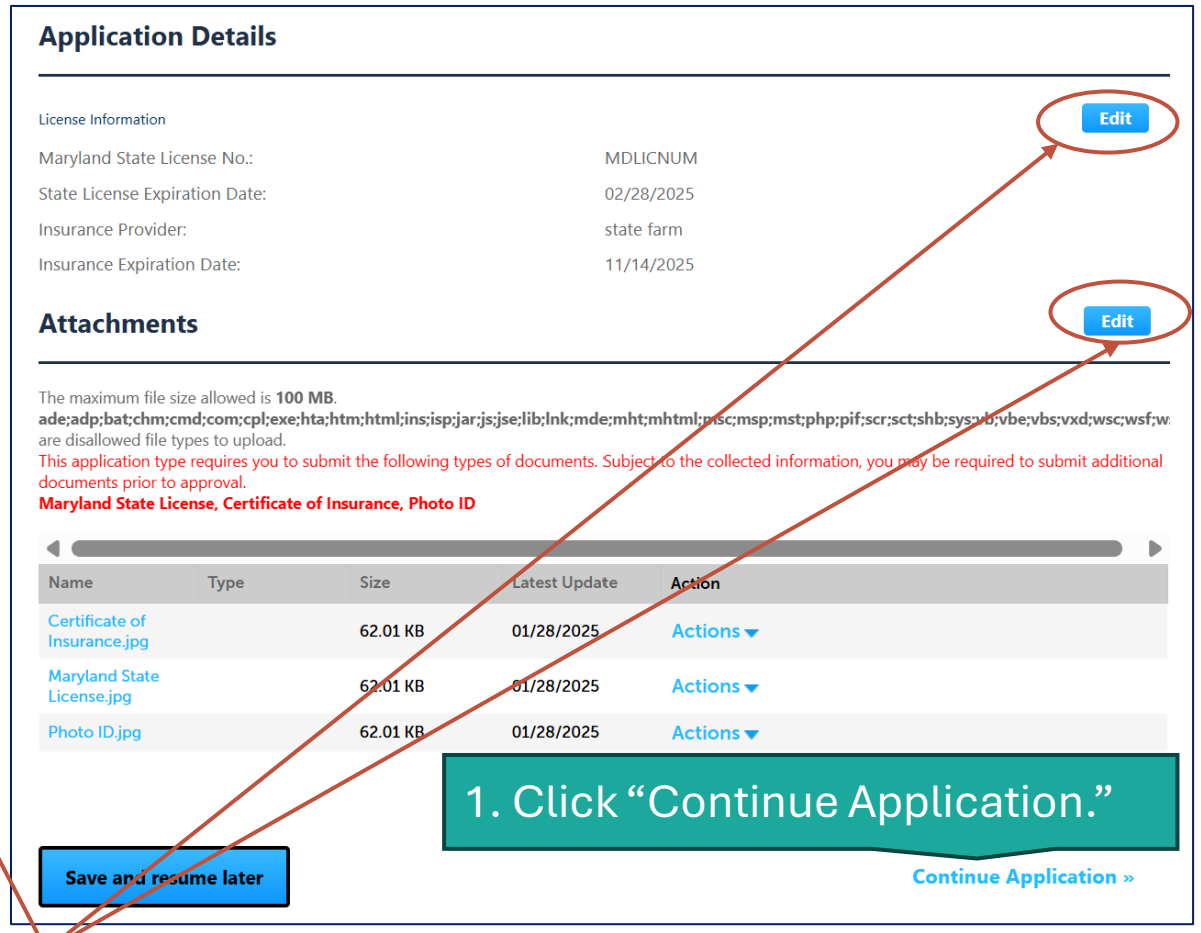
The selected file will be uploaded. You will see the green message "**The attachment(s) has/have been successfully uploaded".**

3. Click "Continue Application."

NOTE: Required documentation may vary according to your profession.

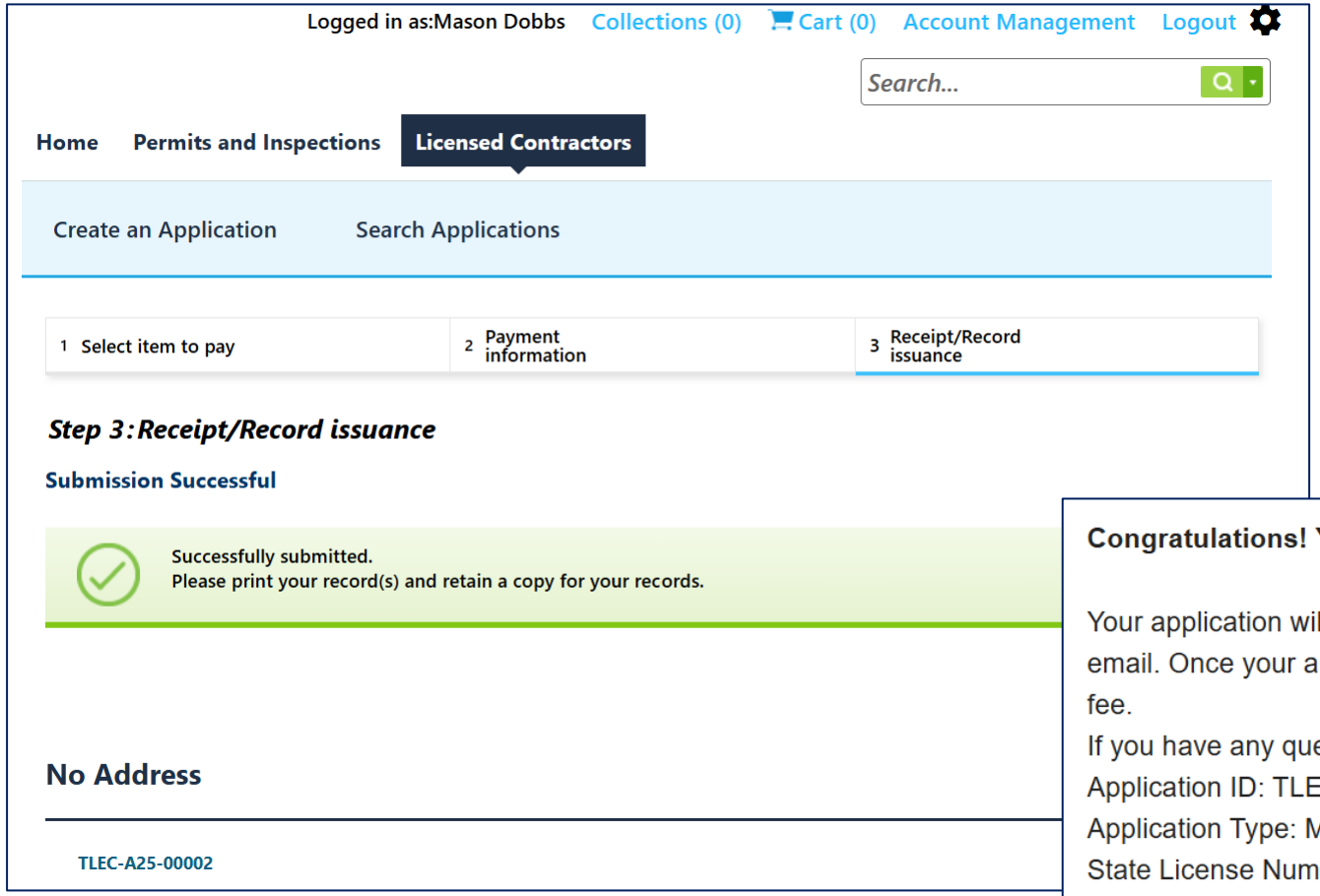
Application Review





Review application information on this page. Make any changes by selecting the “Edit” button next to the areas you wish to modify.

Registration Complete



Your application has been successfully completed. You will receive an email like the one below confirming your registration.

Congratulations! Your license/registration has been successfully submitted.

Your application will be reviewed. If any corrections or revisions are needed, you will be notified via email. Once your application is accepted, you will receive an email requesting online payment of your fee.

If you have any questions, please email DHCD.TradesLicense@baltimorecity.gov.

Application ID: TLEC-A25-00001

Application Type: Master Electrical Contractor Application

State License Number: mdgrihhu

Brandon M. Scott, Mayor **Alice Kennedy**, Housing Commissioner

417 East Fayette Street, Baltimore, MD 21202 dhcd.baltimorecity.gov

Document Requirements by Trade

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	Information Needed To Complete Application					PDF Documents Needed			
Trade License/Registration Type	State Lic Number	License expiration date	Insurance Provider	Insurance expiration date	type of work	Insurance Policy/certificate	Photo ID	State License	Jason Notes
Demolition	N	N	Y	Y	N	Y	Y	*	*City of Baltimore License
Journeyman Gas Fitter	Y	Y	N	N	N	N	Y	N	
Master Gas Fitter	Y	Y	Y	Y	N	Y	Y	Y	
Master Electrical Contractor	Y	Y	Y	Y	N	Y	Y	Y	
Architect	Y	Y	Y	Y	N	Y	Y	Y	
Asbestos Contractor	Y	Y	N	N	N	N	Y	Y	
Engineer	Y	Y	Y	Y	N	Y	Y	Y	
Fire Sprinkler Contractor	Y	Y	N	N	N	N	Y	Y	
General Contractor	Y	Y	N	N	N	N	Y	Y	
HVAC Contractor	Y	Y	Y	Y	Y	Y	Y	Y	Master, Heating Forced Air, Heating Hydralic, ventilation, AC, refirgeration
Low Voltage Contractor	Y	Y	Y	Y	N	Y	Y	*	*Business License
Maryland Home Building Registration	Y	Y	N	N	N	N	Y	Y	
Maryland Home Improvement Contractor	Y	Y	Y	Y	N	Y	Y	Y	
On-Site Utility Contractor	Y	Y	Y	Y	N	Y	Y	*	*Jurisdiction license or certificate of prequalification form COB
Plumbing Contractor	Y	Y	Y	Y	N	Y	Y	Y	
UST Heating and Oil Technician Contractor	Y	Y	N	N	N	N	Y	Y	
UST Certified Remover Contractor	Y	Y	N	N	N	N	Y	Y	
UST Technician Contractor	Y	Y	N	N	N	N	Y	Y	

Documentation Examples



CITY OF BALTIMORE — OFFICE OF BOARDS AND COMMISSIONS

CERTIFICATE OF PREQUALIFICATION

This Certifies that: Company Name Address

Number:
Effective Date:
Expiration Date: Number Eff Date Exp Date

has filed prequalification papers with the City of Baltimore in accordance with the Charter Amendment and is hereby prequalified to perform work in City of Baltimore projects not to exceed $8,000,000.00 less the contractual amount of all uncompleted work under contract.

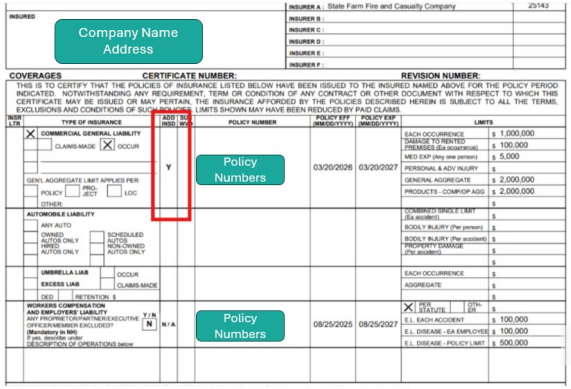
This Certificate limits the holder to the classification of work indicated below:

A. PAVING
A02210 Grading
A02602 Bituminous Concrete Paving

B. UTILITIES
B02551 Water Mains
B02552 Sewer Construction
B02553 Duct Line Construction
B02554 Drainage Structures (Manholes, Inlets, Etc.)

November 15, 2023
Approved
Signature Here
Signature of Authorization
Office of Boards and Commissions

Example of On-Site Utility License issued by the City of Baltimore



INSURED: Company Name Address

INSURER A: State Farm Fire and Casualty Company 25143

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE $ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) $ 100,000
							MED EXP (Any one person) $ 5,000
		Y		Policy Numbers	03/20/2026	03/20/2027	PERSONAL & ADV INJURY $
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE $ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG $ 2,000,000
	OTHER:						$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) $
	ANY AUTO						BODILY INJURY (Per person) $
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident) $
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) $
							$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE $
	EXCESS LIAB CLAIMS-MADE						AGGREGATE $
	DED RETENTION $						$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE OTH-ER $
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N N	N/A	Policy Numbers	08/25/2025	08/25/2027	E.L. EACH ACCIDENT $ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE $ 100,000
							E.L. DISEASE - POLICY LIMIT $ 500,000

Certificate of Insurance – Make sure the ADD INSD is marked Y


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